



**DEPARTMENT OF THE TREASURY  
DEPARTMENTAL OFFICES**



**CAREER OPPORTUNITY**

**MERIT PROMOTION VACANCY ANNOUNCEMENT**

**Announcement No.:** 06-CDFI-066PA

**Position:** Financial and Program Advisor, GS-0301-13/14

**Type of Appointment:** Permanent

**Full Performance Level:** GS-14

**Organization:** Community Development Financial Institutions (CDFI) Fund  
601 13<sup>th</sup> Street, NW  
Washington, DC

**Number of Vacancies:** 1

**Duty Station:** Washington, DC

**Opening Date:** 8/30/2006

**Closing Date:** 10/13/2006

**Bargaining Unit:** No

**Sensitivity:** Non-critical Sensitive

**Salary Range:**

**GS-13:** \$77,353- \$100,554

**GS-14:** \$91,407- \$118,828

**For more information call:**

Sherry L. Reynolds, (304) 480-8387

[CDFIINQUIRIES@BPD.TREAS.GOV](mailto:CDFIINQUIRIES@BPD.TREAS.GOV)

**Amended to extend the closing date.**

The position will require travel throughout the year and at certain times of the year the travel obligation may be significant.

**WHO MAY APPLY**

Any U.S. Citizen. All applicants selected under this announcement may be required to serve a one-year probationary period.

Current permanent Federal employees in competitive positions, former Federal employees who have reinstatement eligibility, and individuals who are eligible to apply under special appointing authorities may wish

to apply for this same vacancy under **Merit Promotion Vacancy Announcement 06-CDFI-065**. Please refer to that vacancy announcement for details on eligibility and how to apply.

Selection(s) will be made from a combination of this announcement 06-CDFI-64P and 06-CDFI-065.

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### **PLEASE NOTE**

- **YOU MUST ADDRESS THE RATING FACTORS UNDER THE HEADING “RATING” BELOW, otherwise, your application will be incomplete and will not receive any further consideration. Please read below for more details.**
- Selectee must undergo appropriate tax checks.
- The applicant selected for this position may be required to complete a financial disclosure form.
- Benefits: 10 Paid Holidays ~ Paid Annual & Sick Leave ~ Federal Employees Retirement Plan ~ Health Benefits ~ Life Insurance ~ Awards ~ Valuable Work Experience ~ Thrift Savings Plan (Similar to 401K plans offered in the private sector)
- No relocation expenses will be paid.
- If selected, you must:
  1. Be eligible for a Personal Identity Verification (PIV) Credential\*,
  2. Have a successfully adjudicated background investigation appropriate to the position, and
  3. Maintain PIV Credential eligibility during your employment.

\* This is a routine security check.

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### **DUTIES**

**The Community Development Financial Institutions (CDFI) Fund** is charged with promoting economic revitalization and community development primarily through investment in and assistance to Community Development Financial Institutions (CDFIs) and through encouraging insured depository institutions to increase lending, financial services and technical assistance to CDFIs and within distressed communities throughout the United States. Among other things, the Fund provides grants, loans, deposits, equity investments and technical assistance to organizations engaged in community development finance. For additional information about the CDFI Fund, please visit the Fund’s website at: [www.cdfifund.gov](http://www.cdfifund.gov).

The purpose of this position is to serve as the Financial and Programs Advisor reporting to the Program Manager for CDFI and Native Initiatives in the Office of Policy and Programs. The incumbent will evaluate CDFIs or similar community development organizations that serve or will serve Native Communities, especially in the context of making decisions to provide grants, loans or investments. The incumbent will develop and provide training on programmatic guidelines, funding criteria, policies and procedures and similar technical matters in the subject areas of community development, community development finance, or a closely related field such as affordable housing. He/she will also develop related guidance and public outreach materials.

The Financial & Program Advisor will also be responsible for assisting with the implementation of the Fund’s Native Programs. Specific duties include: 1. Developing, implementing and evaluating guidelines, procedures, and regulations; 2. Performing performance monitoring and evaluation to ensure program compliance and effectiveness; 3. Conducting site visits of awardees/allocates and providing training on CDFI Fund Native programs; 4. Working with other Units on programmatic oversight of the Fund’s contracts to provide training to Native Communities and Native CDFIs; 5. Serving as an accountable official for maintaining management

controls and adherence to the Fund's strategic direction; and 6. Performing other tasks related to the compliance and monitoring of the Fund's Native Initiatives.

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## **ELIGIBILITY REQUIREMENTS**

Candidates must meet all eligibility requirements, including the following, within 30 days of the closing date of the announcement:

Candidates must be U.S. citizens.

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## **QUALIFICATION REQUIREMENTS**

Candidates must meet all qualification requirements, including the following, prior to the effective date of placement and within thirty (30) calendar days from the closing date of the announcement:

### **Specialized Experience:**

**GS:13** Fifty-two (52) weeks at the GS-12 level, or equivalent, that is directly related to the position as listed above and which has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Specialized experience for this grade level is defined as experience with leading significant components of the administration of a community development program funding round and experience in financial underwriting and making recommendations on either program funding in an agency or investment decisions in a business and similar related experience in or with Native communities. The applicant must also have had experience in developing and disseminating outreach materials to the public.

**GS-14:** Fifty-two (52) weeks of experience at the GS-13 level, or equivalent, that is directly related to the position as listed above and which has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Specialized experience for this grade level is defined as experience with leading significant components of the administration of a community development program funding round and experience in financial underwriting and making recommendations on either program funding in an agency or investment applicant must also have had experience in developing and disseminating outreach materials to the public.

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## **RATING**

### **BASIS OF RATING:**

Qualified applicants will be rated on documented experience relating to the following "rating factors/Competencies/Knowledge, Skills, and Abilities (KSAs)." listed below. **IN ADDITION TO THE APPLICATION, CANDIDATES MUST SUBMIT A NARRATIVE STATEMENT ON A SEPARATE PAGE(S) WITH SPECIFIC RESPONSES TO EACH OF THE RATING FACTORS LISTED BELOW.** If narrative statements to the rating factors are not received by the closing date of this announcement, your application will be incomplete and will receive no further consideration.

To be well qualified, an applicant from the Career Transition Assistance Program (CTAP) or the Interagency Career Transition Program (ICTAP) must receive on average an overall rating of at least the middle level in a three-level crediting plan.

### **Rating Factors:**

1. Demonstrated knowledge of and experience in the community development financial institutions (CDFI) industry and community and economic development finance in general, including such things as CDFIs,

CDEs, community and economic development activities, and strategies used in Native Communities; or demonstrated knowledge of and experience in related fields such as affordable housing development, business development (providing technical assistance or financing), or community development activities in distressed communities performed for the purpose of bettering the community.

2. Demonstrated knowledge of barriers to real estate development, business investment, and demonstrate experience in related community and economic development activities in Native Communities and experience with addressing existing and emerging strategies for addressing these barriers.
  3. Demonstrated skill in analysis of complex issues, including the ability to evaluate financial statements, financial projections, governance structures, products and services, economic markets and other factors used in underwriting and analyzing investments in businesses, real estate projects, or other community development organizations (including CDFIs, CDEs, and other for-profit and non-profit financial intermediaries). Candidates should be able to demonstrate skills in this area and their likely ability to apply these skills in the context of community and economic development initiatives in Native communities.
  4. Management and supervisory experience, skill in managing professional staff, and organizing teams within and across business units. Experience in developing and implementing group work plans.
  5. Written and verbal communication skills including the ability to communicate program policies and requirements to diverse audiences. Demonstrated ability to effectively communicate technical, financial underwriting issues and policy analyses and recommendations. Experience in public speaking and preparation of technical documents should be demonstrated.
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## **HOW TO APPLY**

**Applications will not be returned. If the information provided is found to be inadequate or incomplete, candidates will not be solicited for further experience/education background data. Failure to submit any of the required information contained in this announcement will remove applicant from consideration for this position.**

**Applicants will be notified as to the status of their applications.**

**All applicants are required to submit the following:**

1. An application (examples: Optional Application for Federal Employment, OF 612; Application for Federal Employment, SF 171; or résumé). Applicants should clearly indicate all experience (including dates and number of hours spent per week), training, include volunteer work experience, education, and awards relevant to the qualification requirements. Training or self-development activities must reflect course title, classroom hours completed and date(s). Do not send position descriptions.
2. A written description of any relevant knowledge, training, experience, including voluntary experience, education, awards, etc. relating to each specific rating factor (found under the "Rating" section of this announcement). Address each rating factor separately. **IN ADDITION TO THE APPLICATION, CANDIDATES MUST SUBMIT A NARRATIVE STATEMENT ON A SEPARATE PAGE(S) WITH SPECIFIC RESPONSES TO EACH OF THE RATING FACTORS.** If narrative statements to the rating factors are not received by the closing date of this announcement, your application will be incomplete and will receive no further consideration.
3. A copy of your most recent completed performance appraisal that shows the final rating. If you have not received a performance appraisal for any reason (not employed, current employer does not give a performance appraisal, etc.), please explain why in your application.

**In addition:**

**VETERANS** – If you are claiming preference, you **must** submit a **MEMBER 4** copy of your DD 214 (must reflect type of discharge) and if applicable, documentation from the Department of Defense or the Department of Veterans Affairs verifying your service connect disability (e.g., SF 15 along with required documentation listed on the back of the SF 15 form).

**Career Transition Assistance Program (CTAP)/Interagency Career Transition Assistance Program (ICTAP) eligibles must also submit the following (all four are required):**

1. An SF-50, Notification of Personnel Action, or other official documentation, which shows that you were declared displaced or surplus while serving as a career or career conditional competitive service employee, in tenure group 1 or 2, **OR** are a current or former Executive Branch agency employee in the excepted service serving on an appointment without time limit, at grade levels GS-15 or equivalent and below, and who has been conferred noncompetitive appointment eligibility and special selection priority by statute for positions in the competitive service;
2. An SF-50, Notification of Personnel Action, or other official documentation which shows the position you may be or are being separated from has the same or higher promotion potential as that of the vacancy;
3. **CTAP eligibles:** a copy of your Reduction in Force (RIF) separation notice, notice of proposed removal for declining a directed reassignment or transfer of function outside the local commuting area, Certificate of Expected Separation or other official notice indicating you are in a surplus organization or occupation or eligible for discontinued service retirement.

**ICTAP eligibles:** a copy of your RIF separation notice, notice of proposed removal for declining a directed reassignment or transfer of function outside the local commuting area, documentation showing you were separated as a result of a RIF or declining a directed reassignment or transfer of function outside the local commuting area, or a letter from OPM or your agency documenting other priority consideration status as described in 5 CFR 330.708(a)(2); and

4. A copy of a current (or last) performance rating of record of at least fully successful or equivalent (required unless you are an ICTAP eligible due to compensable injury or disability retirement).

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**WHERE TO APPLY**

The CDFI has contracted with the Bureau of the Public Debt (BPD) to provide certain personnel services to its organization. BPD's responsibilities include advertising the CDFI vacancies and extending job offers.

**Complete application packages must be received no later than 11:59 p.m. (EST) of the closing date of this announcement.** Applicants have the following choices in submitting applications and other forms:

**E-mail:** application packages must be in PDF format, Microsoft Word 97 (or later) format, Rich Text Format (RTF), Plain Text. Other formats may not be readable by the Human Resources Division. **ZIP files will NOT be accepted.** You can send your e-mail to [CDFIINQUIRIES@BPD.TREAS.GOV](mailto:CDFIINQUIRIES@BPD.TREAS.GOV) ;

**FAX:** you can submit application packages to (304) 480-8359 or 304-480-8292; OR

**MAIL:** you can submit application packages to the following address:

TFESB-CDFI, Room A2-J  
Bureau of the Public Debt  
200 Third Street  
Parkersburg, WV 26106

It is the responsibility of the applicant to ensure that all materials are received by BPD on time and that the materials submitted are properly received and readable. If illegible documents are received, which are required for a complete application package, then the applicant will be removed from consideration for this position.

Applicants will be notified as to the status of their applications.

Forms are available at [www.usajobs.opm.gov](http://www.usajobs.opm.gov) or by calling (304) 480-8308.

Reasonable accommodations are provided to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the contact person listed on this vacancy announcement.

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#### **EQUAL EMPLOYMENT OPPORTUNITY**

All candidates will be considered without regard to any non-merit reason such as race, color, religion, sex, age, national origin, lawful political affiliation, marital status, disability, sexual orientation, protected genetic information, parental status, membership in an employee organization, or other non-merit factors.

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